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POSITION MANAGEMENT & COMPENSATION DIVISION

ANNUAL REPORT

1 July 1965 - 30 June 1966

SECTION I. Major Accomplishments and Developments During Fiscal Year 1966

The objective of the Division program is to establish and maintain a position and compensation structure which is internally consistent, competitive with the Federal Government and industry, and achieves grade stability. In attaining this objective the Division conducts surveys and makes studies of positions and organizations, salary and wage schedules, occupational coding, special rates, hiring rates, compensation practices, and policies pertaining to position management and compensation.

Major accomplishments during the year included Agency-wide surveys in headquarters and the field; maintenance of staffing complements; maintenance of average grade and salary controls consistent with the requirements of the Bureau of the Budget; evaluation of supergrade positions to establish requirements; evaluation of organization and compensation structure of proprietary organizations; studies of grade and pay practices throughout the Government and industry.

A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS

Workload - 25%

<u>Organization</u>	<u>Number Surveys</u>	<u>Number Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
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Position surveys were conducted by analysis of Agency organizations to determine effective staffing patterns and alignment, and developing documentation consistent with current functions. Numerous overseas posts as well as headquarters components were included. Evaluation and classification were based on various techniques including ranking, internal comparison, comparison with standards and with positions throughout the Government and industry.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

Workload - 14%

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>No. Positions</u>
DCI	26	26	
DDS	121	116	
DDI	73	68	
DDP	162	159	
DDS&T	52	50	
TOTALS	434	419	

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The number of positions covered in Staffing Complement changes has increased over the preceding year. However, the number of changes remains approximately the same.

GRADE CHANGES ON STAFFING COMPLEMENTS


<u>Organization</u>	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DCI				+12
DDS				+73
DDI				+36
DDP				+111
DDS&T				+50
TOTALS				+282

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The number of upgradings exceeded the downgradings considerably more than the preceding year (+282 in contrast to +36). In part this was due to expanding programs. However, the increases were general throughout the Agency.

PLANNING PAPERS

Workload - 1%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DCI	2	
DDS	3	
DDI	2	
DDP	None	
DDS&T	1	
TOTALS	8	

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The number of planning papers has been reduced from the preceding year since it has not been practicable to plan changes. Organizational changes have been covered for the most part under Staffing Complement Review and Distribution.

AVERAGE GRADE MAINTENANCE

Workload - 2%

<u>Organization</u>	<u>1965</u>	<u>1966</u>
DCI	10.310	10.804
DDS	9.279	9.286
DDI	9.891	9.885
DDP	10.181	10.218
DDS&T	10.632	10.778
Agency	9.887	9.923

Average grade maintenance involved insuring that upgradings were compensated for where possible by corresponding downgradings and uncompensated upgradings were appropriately justified.

PAY CHANGES (Prevailing Rate Positions)

Workload - 2%

<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	6	25	2
GP	10	47	4
LB	1	1	0
WB	5	5	1
FN (Foreign National and Local)	<u>12</u>	<u>8</u>	<u>4</u>
TOTALS	34	86	11

These changes are made at irregular intervals based on wage surveys elsewhere in the Government or Foreign Service local changes.

POSITION STANDARDS, GRADING PLANS AND TECHNIQUES

Workload - 1%

<u>Number</u>	<u>Positions Covered</u>
3	300

Included are qualification standards and position standards where no adequate standards existed.

EXTERNAL WAGE AND SALARY DATA

Workload - 1%

<u>Number Documents</u>	<u>Number Wage Categories</u>
20	500

Documents are published by other Government agencies and private organizations. They relate to pay and personnel practices and include standards, guides, survey reports, position descriptions, pay plans, and statistical information on pay fixing methods and procedures.

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SPECIAL STUDIES AND STAFF SERVICES

Workload - 40%

1. A complete revision was made of the Agency Handbook of Occupational Titles and Codes to provide for changes in titles and codes required by continuing changes in position structure.
2. A detailed study was made of average grade controls in other agencies of the Government and of control of GS-14's and above.
3. A study was made of hiring rates for engineering graduates, as a result of which special advanced hiring rates (above the GSS Schedule rates) were established.
4. A study was made of the requirements for surveying pay and compensation practices of proprietary organizations.
5. A study was made to develop an Apprentice Accreditation Program for printing trade employees in the Agency, based on on-the-job performance, scholastic achievement, and extracurricular courses of study.
6. A study was made of pay practices for economists in the Government, industry, and the academic world, resulting in a determination that the Agency was competitive in recruitment and position levels.
7. A study was made of the need for advanced pay for Photogrammetrist positions, and a schedule was established.
8. A study was made of the pay plan, policies, and personnel practices of a proprietary organization associated with the Agency, and a new pay schedule and procedures were developed.
9. Advanced rate schedules were established for scientific, engineering, and medical officer positions in the Agency to take effect on the effective date of the Federal Employees Salary Act of 1965.
10. A study was made of fringe benefits, practices, and pay applicable to Agency contractors.
11. A review was made of the pay schedule for an Agency proprietary and recommendation made on new rates.
12. Average salary limitations were developed for the Support Career Services and the Support Grandfather Career Service.
13. A study was made of the Agency Supergrade Structure and new position requirements were developed.

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15. A study and comparison was made of changes in grade levels throughout the Federal Government in recent years, showing grade escalation.

16. A report was developed to show information required to maintain an effective position management and compensation system.

17. A study was made of pay of clerical employees in industry as reported by the Administrative Management Society and the Bureau of Labor Statistics.

18. Statistics were developed on a continuing basis relating to ceiling, grades, and staffing of components for use in the manpower control system.


FORMAL TRAINING 2%

OTHER OVERHEAD - PRIMARILY LEAVE 12%

SECTION II. Objectives for Current Year and Status of Current Program
(1 July 1966 - 30 June 1967)

POSITION SURVEYS

During the current year it is anticipated that additional surveys will be initiated in all components of the Agency. Estimated coverage for the current year is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DDS	
DDI	
DDP	
DDS&T	
TOTAL	


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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

The annual review of staffing complements should equal or exceed that for the preceding year, approximately 

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PLANNING PAPERS

Planning Paper review may be more limited in the future, since prediction of changes has not been practicable. Positions covered are estimated at 

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AVERAGE GRADE MAINTENANCE

Average grade will continue to be maintained for all components of the Agency with upgradings compensated by downgradings on a grade-by-grade basis except where exception is justified, in order to maintain grade stability.

PAY CHANGES (Prevailing Rate Positions)

Approximately the same number is estimated as for the preceding year - 34 changes affecting 100 titles or rates.

POSITION STANDARDS AND GRADING PLANS

There is continually less emphasis on this program since most evaluation is by specialized comparison and ranking. An estimate is 3 standards covering 300 positions.

EXTERNAL WAGE AND SALARY DATA

It is estimated that the same number of documents, 20, affecting 500 position categories, will be acquired.

SPECIAL STUDIES AND STAFF SERVICES

Special studies and staff services will continue to be a predominant part of the Division work. The number cannot be estimated, but the same proportion of time will be spent, i.e. 40%.

Section III. Program Outlook for Budget Year (1 July 1967 to 30 June 1968)

POSITION SURVEYS

Surveys will continue to be directed toward the goal of effective manpower utilization, current documentation, effective grade alignment, and general grade stability. Volume of the activity will remain the same.

STAFFING COMPLEMENT REVIEW AND DISTRIBUTION PLANNING PAPERS AVERAGE GRADE MAINTENANCE

These activities are expected to continue on approximately the same scale, in order to maintain an effective and efficient organization.

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PAY CHANGES (Prevailing Rate Positions)

This function will continue on the same scale as in the past.

POSITION STANDARDS AND GRADING PLANS

This function has reached a minimum point. It will continue on the same scale, even though there is less emphasis than there has been in the past.

EXTERNAL WAGE AND SALARY DATA

This function will continue on the same scale as in the past, in order to ensure that Agency pay and benefits compare favorably with the Federal Government and private industry.

SPECIAL STUDIES AND STAFF SERVICES

This function will continue on the same scale, in view of the continuing interest and emphasis on all aspects of compensation and position management practices.

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